

ADMINISTRATIVE SERVICES OFFICE

FY 1999, 2000, 2001

Ann Furuuchi, Administrator

ROLE AND ORGANIZATION

The Administrative Services Office provides administrative support services, internal management, and comprehensive fiscal services to the chairperson and Members of the Board of Land and Natural Resources, and to the operating divisions and staff offices of the DLNR.

SURVEY OF RESOURCES

The ASO employs 16 people, 12 on the fiscal side and 4 on the data processing side.

PROGRAM OVERVIEW

Major services include processing the departmental payroll, processing all vendor encumbrances and payments, billing and collecting state land rentals and water licenses and also collecting or accounting for all other revenues and deposits (excepts those revenues collected by the Bureau of Conveyances), and preparing financial reports. This office also coordinates and assists in the preparation and implementation of the departmental operating and capital improvement project budgets, coordinates and provides internal and external audit functions for the department, maintains a centralized system for monitoring federal grant awards and processing reimbursement claims, and coordinates and assists with the electronic data processing and other telecommunications needs of the department. Other responsibilities are departmental records management, risk management, and reorganizations. The Administrative Services

Office also provides specialized liaison services with the Department of Accounting and General Services, the Department of Budget and Finance, the Legislature, and federal agencies.

HIGHLIGHTS

Budget reductions have been continually implemented given the state's fiscal condition since 1995. As a consequence of the reduction in the departments general fund budgets, the department has been successful in generating special funds and has maximized federal funds to the greatest extent possible. However, over time, significant amounts have been converted from special funds to general funds and the money has been lost to the department. These actions were:

Act 15. Special Session 1995. \$7,300,000 of special funds from DLNR were transferred to general funds.

Act 141. SLH. 1998, \$7,730,000 were transferred.

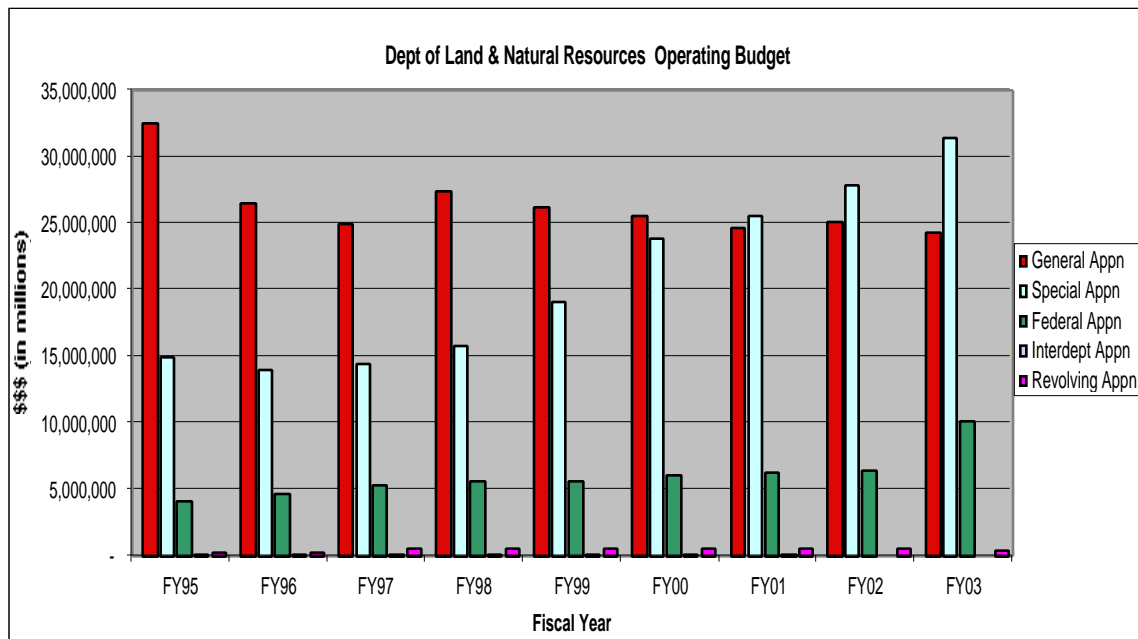
Act 178. SLH. 2002, \$9,550,000 were transferred.

FIGURE 73.

DEPARTMENT OF LAND AND NATURAL RESOURCES - OPERATING BUDGET
As of September, 2002

Fiscal Yr	A		B		N		U		W		Total	
	Posn	General Appn	Posn	Special Appn	Posn	Federal Appn	Posn	Interdept Appn	Posn	Revolving Appn	Posn	Appn
FY95	647.00	32,542,211	91.00	14,923,157	0.50	4,117,685	4.00	110,064	1.00	267,824	743.50	51,960,941
FY96	538.00	26,666,176	89.00	14,047,545	12.00	4,606,607	4.00	143,768	1.00	268,136	644.00	45,732,232
FY97	547.00	25,051,058	106.00	14,542,772	13.00	5,303,840	4.00	143,768	1.00	618,136	671.00	45,659,574
FY98	580.00	27,489,211	123.00	15,879,787	13.00	5,686,690	4.00	143,768	1.00	621,660	721.00	49,821,116
FY99	575.00	26,298,075	125.00	19,264,542	15.00	5,639,324	4.00	143,768	1.00	621,660	720.00	51,967,369
FY00	559.25	25,644,643	141.00	23,919,370	15.75	6,185,319	4.00	149,328	1.00	621,660	721.00	56,520,320
FY01	515.25	24,719,599	187.50	25,658,381	17.25	6,363,233	4.00	149,328	1.00	621,660	725.00	57,512,201
FY02	516.25	25,158,881	189.50	27,938,920	17.25	6,397,711	-	-	1.00	626,984	724.00	60,122,496
FY03	503.85	24,404,143	195.50	31,460,496	18.65	10,192,062	-	-	1.00	518,019	719.00	66,574,720

FIGURE 74.



This graph represents funding sources for the operating budget for DLNR during the period of FY 1996 to FY 2003. During this period, due to budgetary shortfalls that affected all government departments DLNR funds dropped by 25%. Special funds increased. However, \$24,580,000 were transferred to general funds.

FIGURE 75.

SPECIAL FUND REVENUES

	AMOUNT FY 98-99	AMOUNT FY 99-00	AMOUNT FY 00-01
Mooring, Rental and Other Income from Small Boat Harbors (from 7/1/92)	\$ 8,563,773	\$ 8,300,485	\$ 8,217,662
Liquid Fuel Tax from Small Boat Harbors (from 7/1/92)	1,304,951	1,313,392	1,373,966
Liquid Fuel Tax from Highways (from 7/1/98)	206,340	208,937	216,441
Transfer of Conveyance Taxes to Natural Area Reserve Fund (from 7/1/93)	1,923,175	2,363,392	2,592,082
Bureau of Conveyances Special Fund (from 7/1/98)	582,122	1,550,324	1,675,485
Rental of State Industrial Parks (from 7/1/90)	3,022,020	3,000,225	3,000,402
Lease and Rental of Other State Land and Water Licenses, Non-Ceded and Various Fees and Fines	1,592,024	1,837,987	2,041,828
Sale of Public Lands - Non-Ceded	200,211	501	1,895
Diamond Head Entry Fees	-	79,611	449,418
Various Rental, Camping and Concession Income in State Parks (from 7/1/91)	579,517	694,008	844,828
OHA's 20% Share of Ceded Land Revenue	401,357	-	-
Federal Funds - Operating	8,126,207	7,965,050	7,750,727
Federal Funds - Capital Improvements	441,955	292,038	264,595
Transfer from Housing Finance Revolving Fund for Kikala-Keokea Infrastructure Improvements	-	-	1,750,000
Interest Earned on Time Certificates and Investment Pool	750,998	1,497,469	2,139,581
Hunting Licenses and Wildlife Stamps	163,846	182,969	150,412
Commercial Fishing Licenses (from 7/1/96)	97,416	189,464	212,605
Sport Fishing Revenue (from 7/1/93)	36,847	31,869	34,114
Forestry and Wildlife Other Revenue	1,508	52,037	50,001
Water Commission Revenue	-	-	86,008
Historic Preservation Revenue	500	739	232
Refunds and Reimbursements of Prior Year Expenditures and Vacation Credits from Other Agencies	42,794	34,824	247,704
TOTAL	\$ 28,037,561	\$ 29,595,321	\$ 33,099,986